

# **Virtual and Performance-Based Course Set-Up And Attendance Verification**



Kentucky Department of Education  
Systems Administration Branch  
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The purpose of this document is to provide instruction on the correct set-up for virtual and performance-based courses so attendance credit for students taking these courses will be accurately reflected on the SAAR.

Note: 702 KAR 7:125, Section 1 (4) (c); 704 KAR 3:305 Section (4) (3.) states that a virtual course must be off campus.

Instructions included in this document include:

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## Setting up a Period Schedule

Path: System Administration>Calendar>Calendar>Periods Tab

Select the appropriate School and Schedule Structure, open the Periods tab.

Name	Sequence	Start Time	End Time	Non Instructional Time	Non Instructional Period	Standard Day
H	1	07:55 AM	08:00 AM	5	<input checked="" type="checkbox"/>	<input type="checkbox"/>
1	2	08:00 AM	08:50 AM	0	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2	3	08:50 AM	09:45 AM	0	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3	4	09:45 AM	10:40 AM	0	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4	5	10:40 AM	11:35 AM	0	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5	6	11:35 AM	01:10 PM	25	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6	7	01:10 PM	02:05 PM	0	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7	8	02:05 PM	03:00 PM	0	<input type="checkbox"/>	<input checked="" type="checkbox"/>
ACTIVITY	9	03:00 PM	03:01 PM	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Virtual	10	03:01 PM	04:01 PM	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>

This example shows a five minute non-instructional period at the beginning of the day for homeroom. It also includes a one minute non-instructional Activity period at the end of the day for tracking teams, clubs, etc. These are not part of the regular seven-period standard day. Another period has been added to the end of the day called Virtual. The Carnegie unit for this course is 60 minutes. This was determined by dividing the number of periods in the standard day into the number of standard day minutes ( $420/7=60$ ). This gives a student 1/7 of the day or 60 minutes of possible attendance credit for any virtual class they are scheduled into. **Note: A student's attendance credit can never be more than 1.0 for each day. So, the highest possible attendance credit a student can receive for virtual courses can only be equal to the difference between the standard school day and the student's seat time in regularly scheduled classes. Example: Using the period schedule above, if a partial day student attended regular classes 1<sup>st</sup> through 6<sup>th</sup> periods and took a virtual course to fill out his schedule, the actual amount of attendance credit possible for the virtual course for each day is 55 minutes ( $420-365$ ) or 13% ( $55/420$ ).**

**Virtual courses**–  $\text{Standard Day Minutes} / \# \text{ of periods in Standard Day} = \text{minutes in Virtual period}$

**Performance-Based courses** – If you have students attending the Gatton Academy that are out of your building for the entire day, you would schedule that class for periods 1 thru 7 and it would fill their whole day. It depends on whether you need a whole day or a portion of the day (1/4, 1/6, 1/7 etc.) that would match up with the times you have in your period schedule.

## Course Setup

**Recommendation:** Put letter 'v' in front of course number for Virtual classes to make them easy to recognize in searching your courses. This is not required.

### Course tab

Click on the Course in the Index, select the **Course** tab

- **Type:** Select Virtual or Performance
- **Attendance:** Course should not be marked for Attendance. There is no seat time for the course. Attendance will be reflected on the SAAR based on whether or not the student passes the course.
- **Teaching Method:** Choose the appropriate Teaching method. For this virtual class the Teaching Method should be 14: Credit Recovery – Digital Learning Provider
- **Instructional Setting:** Choose the appropriate setting. For Virtual type classes select Online.

The screenshot shows the 'Course Information' form for CourseID 15778. The form includes fields for Course Number (V101), Name (Credit Recovery English III), State Code (230107), Schedule Load Priority, GPA Weight (0), Type (V: Virtual), Difficulty Level, Homeroom, Allow requests, Allow teacher requests, Teaching Method (14: Credit Recovery - Digital Learning Provider), and Instructional Setting (05: Online). Red arrows point from the form fields to callout boxes: 'Type' (V: Virtual), 'Attendance' (checkbox), 'Instructional Setting' (05: Online), and 'Teaching Method' (14: Credit Recovery - Digital Learning Provider). A tooltip at the bottom says 'Hit CTR-SHIFT-L to spell check this field.'

**Course Information**  
CourseID 15778

\*Number: V101  
\*Name: Credit Recovery English III  
Subject Type: [Dropdown]  
State Code: 230107  
Department: ENGLISH  
Schedule Load Priority: [Dropdown]  
Max Students: [Dropdown]  
GPA Weight: 0  
Type: V: Virtual  
Difficulty Level: [Dropdown]  
Homeroom: [Checkbox]  
Allow requests: [Checkbox]  
Allow teacher requests: [Checkbox]  
Teaching Method: 14: Credit Recovery - Digital Learning Provider  
Instructional Setting: 05: Online  
Comments: [Text Area]

Course Master Linked  
Standards-based: [Checkbox]  
Active: [Checked]

Terms: 0  
Schedules: 0  
Periods: 0  
Sections to Build: 0

Transcript: [Checkbox]  
Required: [Checkbox]

Activity: [Dropdown]

Attendance: [Checkbox]  
Unit Attendance: [Checkbox]

Hit CTR-SHIFT-L to spell check this field.

**Type**  
V: Virtual  
P: Performance  
V: Virtual

**Attendance**  
[Checkbox]

**Instructional Setting**  
05: Online  
01: Onsite Classroom  
02: Offsite Vocational  
03: Offsite College  
04: Home/Hospital  
05: Online

**Teaching Method**  
14: Credit Recovery - Digital Learning Provider  
01: Direct Instruction  
02: 3rd Party Contract  
03: JCPS Self Study  
10: Digital Learning Provider  
11: Dual Credit - District Offered  
12: Dual Credit - College Offered  
13: Credit Recovery - Direct Instruction  
14: Credit Recovery - Digital Learning Provider  
15: Transitional Course - KDE Curriculum  
16: NAF Academy Course  
17: NAF Academy Dual Credit - District Offered  
18: NAF Academy Dual Credit - College Offered  
19: District Provided Self Study

## Section tab

Click on the Section in the Index, select the **Section** tab

- A **section number** is required and you could have several sections. You can schedule all of your virtual classes into the virtual period and it will give you credit for each one of those classes.
- **Highly Qualified** – select Not Applicable
- **Primary Teacher/Teacher** – not required, you will be entering grades from the Section tab.
- **Teacher Display Name** – not required but if you are going to post these virtual classes to a report card, you could put something generic in this field.
- **Special Type** – **If this section is an Alternative Program, select 02:Alternative Classroom**

Section Editor

\*Section Number

1

Teacher Display Name

Max Students

()

Lunch Count

☐

Milk Count

☐

Adult Count

☐

Room

Skinny Seq

Team

Homeroom

☐

\*Highly Qualified

Not Applicable

Primary Teacher

There is no active primary teacher for this section.

Special Type

02: Alternative Classroom

Population ID

Core Content

Section Schedule Placement				
	QUARTERS			
	T1	T2	T3	T4
H	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ACTIVITY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Virtual	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

## Grading Task

Click on the Course in the Index, select the **Grading Task** tab:

- You need to have a Grading Task that is the **Final Grade**. From Add, select Final Grade.

The screenshot shows the 'Grading Task Editor' interface. At the top, there are tabs: 'Course', 'Sections', 'Grading Tasks' (highlighted), 'Standards', 'Composite Grading', 'Scheduling Rules', 'Fees', and 'Build'. Below the tabs are 'Save' and 'Add' buttons. The main area is titled 'Grading Task Editor' and contains a table with columns: 'Grading Task', 'Credit Group', 'Credit Type', 'Score Group', 'Credit', and 'Term GPA'. Below this table is the 'Course Grading Task Detail' section, which includes fields for '\*Grading Task' (set to 'Final Grade'), '\*Score Group', 'Term GPA', 'Credit', 'Default Grade Book Task' (with a checkbox), and 'Credit Type'.

- Final Grade** should only be selected for one term on the Term Mask—the final term where the grade will be awarded. If you have other terms marked and leave the final term blank, no attendance will be given for the course. Attendance is pulled from the final term for attendance reporting on SAAR.

This screenshot shows the 'Grading Task Editor' after adding a 'Final Grade' task. The table now contains one row: 'Final Grade' with 'Standard Scale' in the 'Score Group' column. The 'Course Grading Task Detail' section shows 'Grading Task' as 'Final Grade' and '\*Score Group' as 'Standard Scale'. The 'Term Mask' section has checkboxes for 'Term 1', 'Term 2', and 'Term 3', with 'Term 3' being checked. The 'Active Mask' section also has checkboxes for 'Term 1', 'Term 2', and 'Term 3', all of which are unchecked.

## Entering Grades

Click on the Section in the Index, select the **Grading by Task** tab.

- Click on the dropdown arrow and select Final Grade. A list of students enrolled in this course will be displayed.
- Select a score for each student from the dropdown score list.

The screenshot shows the 'Grading By Task' tab in a software interface. At the top, there are tabs for 'Section', 'Staff History', 'Roster', 'Attendance', 'Grading By Task' (selected), 'Grading By Student', 'Roster Setup', and 'Roster'. Below the tabs is a 'Save' button and a dropdown menu showing 'T3 - Final Grade'. A 'Fill Grades' section contains a table with columns 'Task', 'Percent', 'Score', and 'Comments'. The 'Task' column has a dropdown with 'T3 - Final Grade'. The 'Percent' and 'Score' columns have input fields. The 'Comments' column has a text area. Below this table is a 'Select items to fill:' section with checkboxes for 'Percent', 'Score', and 'Comments', and buttons for 'Fill Empty' and 'Fill All'. The main table below has columns 'Name', 'Percent', 'Score', and 'Comments'. The first row shows a student named '09 Barnette, Jackie' with ID '#1949864787'. The 'Score' column for this student has a dropdown menu open, showing a list of grades from 'A/100' down to 'F/89'. The 'Comments' column has a text area.

**Note:** You may select the actual grade the student received as long as the correct grades are indicated as a passing grade on the Grading Scale. This allows you to post the actual grade directly to the transcript rather than entering the grade manually on the transcript.

To verify that grades are marked correctly, go to **Grading & Standards>Score Groups & Rubrics**.

- Select the Score Group being used
- Verify the **Passing Score** box is checked for all passing grades and is unchecked for grades that are not.



Index Search Help

System Administrator  
 Student Information  
 General  
 Counseling  
 Grad Planner  
 Health  
 Medicaid  
 PLP  
 Special Ed  
 Student Locator  
 Reports  
 Instruction  
 Census  
 Behavior  
 Health  
 Attendance  
 Scheduling  
 Grading & Standards  
 Course Masters  
 Auto Grade  
 Grading Window  
 Course Catalogs  
 Course Group  
 Credit Groups  
 Grading Tasks  
 Programs  
**Score Groups & Rubrics**  
 Standards Bank  
 Reports  
 Medicaid  
 Ad Hoc Reporting  
 User Communication

**Score Groups & Rubrics**  
 Save X Delete New Score Group New Rubric

**Score Groups & Rubrics Editor**

Name	Type
Primary Scale	Score Group
<b>Standard Scale</b>	<b>Score Group</b>
Weighted Scale	Score Group

**Score Group Detail**  
 \*Name  
 Standard Scale

**Score Group List Items Detail**

Del	Name	Score	Credit Coeff.	Min Percent	GPA Value	Unweighted GPA Value	Bonus Points	Sequence	Passing Score
X	A/100	A/100	1	99.5	4	4	0	1	<input checked="" type="checkbox"/>
X	A/99	A/99	1	98.5	4	4	0	2	<input checked="" type="checkbox"/>
X	A/98	A/98	1	97.5	4	4	0	3	<input checked="" type="checkbox"/>
X	A/97	A/97	1	96.5	4	4	0	4	<input checked="" type="checkbox"/>
X	A/96	A/96	1	95.5	4	4	0	5	<input checked="" type="checkbox"/>
X	A/95	A/95	1	94.5	4	4	0	6	<input checked="" type="checkbox"/>
X	A/94	A/94	1	93.5	4	4	0	7	<input checked="" type="checkbox"/>
X	A/93	A/93	1	92.5	4	4	0	8	<input checked="" type="checkbox"/>
X	A/92	A/92	1	91.5	4	4	0	9	<input checked="" type="checkbox"/>
X	A/91	A/91	1	90.5	4	4	0	10	<input checked="" type="checkbox"/>
X	A/90	A/90	1	89.5	4	4	0	11	<input checked="" type="checkbox"/>
X	B/89	B/89	1	88.5	3	3	0	12	<input checked="" type="checkbox"/>
X	B/88	B/88	1	87.5	3	3	0	13	<input checked="" type="checkbox"/>

X	D/62	D/62	1	61.5	1	1	0	39	<input checked="" type="checkbox"/>
X	D/61	D/61	1	60.5	1	1	0	40	<input checked="" type="checkbox"/>
X	D/60	D/60	1	59.5	1	1	0	41	<input checked="" type="checkbox"/>
X	F/59	F/59	0	58.5	0	0	0	42	<input type="checkbox"/>
X	F/58	F/58	0	57.5	0	0	0	43	<input type="checkbox"/>
X	F/57	F/57	0	56.5	0	0	0	44	<input type="checkbox"/>
X	F/56	F/56	0	55.5	0	0	0	45	<input type="checkbox"/>
X	F/55	F/55	0	54.5	0	0	0	46	<input type="checkbox"/>
X	F/54	F/54	0	53.5	0	0	0	47	<input type="checkbox"/>
X	F/53	F/53	0	52.5	0	0	0	48	<input type="checkbox"/>
X	F/52	F/52	0	51.5	0	0	0	49	<input type="checkbox"/>
X	F/51	F/51	0	50.5	0	0	0	50	<input type="checkbox"/>
X	F/50	F/50	0	49.5	0	0	0	51	<input type="checkbox"/>
X	F/49	F/49	0	48.5	0	0	0	52	<input type="checkbox"/>
X	F/48	F/48	0	47.5	0	0	0	53	<input type="checkbox"/>

- If your school chooses to continue using the P:Pass and F:Fail scores, make sure the **Passing Score** is checked for P:Pass and unchecked for F:Fail.

X	P	P	0	0			0	103	<input checked="" type="checkbox"/>
X	O	O	0	0			0	105	<input type="checkbox"/>
X	S	S	0	0			0	107	<input type="checkbox"/>
X	N	N	0	0			0	109	<input type="checkbox"/>
X	Fail	Fail	0	0	0	0	0	110	<input type="checkbox"/>

Add ScoreListItem

## Verifying Data Entry with a State Published Ad Hoc Query

An ad hoc query has been published to all districts called “Virtual and Performance-Based Students”. If you do not have access to the State Published ad hoc queries, contact your district administrator and they can make a copy of the ad hoc available for you.

Once you have the query, you can go to **Ad Hoc Reporting>Data Export>State Published** and generate a PDF report of all your Virtual and Performance-Based students.

- Highlight the Virtual/Performance Based Student filter
- Select **PDF Report**
- Select **Field Name Only**
- Click on the **Export** button

**Saved Filter**

- student PreK - Grade 99 At Risk with Invalid IEP
- student PreK - Grade 99 with Disabilities
- student PreK - Grade 99 with Disabilities 150%
- student PreK - Grade 99 with Disabilities Over 1
- student PreK - Head Start Transported
- student PreK - Over Income with Invalid IEP
- student PreK - Over Income-No Disabilities
- student PreK Fall Supplemental
- student PreK Spring Supplemental
- student Read to Achieve Spring Attendanc
- student Resident District - No NC/NCO
- student SPED Students with IEP and PLP
- curriculum State Course Codes
- student Students with unlocked IEPs
- student TEDS students no fed checked (2)
- student Virtual and Performance-Based Student**

Search Edit Test Copy Delete

Create a new Folder

**Virtual and Performance-Based Students**

This filter can be used to find students who are scheduled into performance-based or virtual classes. Blank start dates indicate that the student was in the class from the beginning of the class. Blank end dates indicate they were still scheduled in the class on the end date of the class.

**Pick an Export Format**

☐ HTML list report  
☐ XML  
☐ Delimited values (CSV)  
☐ Fixed width  
☒ PDF report

Print Options: ☒ Field Name Only  
☐ Table Name and Field Name

Export

The report will list the student, which school they attend, the course name, and a start and/or end date if they are not scheduled for the full year. This will help you see the period of time the student will get attendance credit for the course.

<b>12-13</b> <b>Knox Central High School</b> 100 PANTHER WAY, BARBOURVILLE KY 40906 Generated on 07/17/2013 04:04:24 PM Page 1 of 1	<b>Virtual and Performance-Based Students Report</b> Print field name only Total Records: 1
--	---

SSID	Last Name	First Name	School	Course	Start Date	End Date
1949864787	Barnette	Jackie	Knox Central High School	Credit Recovery English III		

The ad hoc query can be used when you want to look at schedules, attendance or other information for this list of students by using the Advanced Search feature to locate the students you want to work with.

### Go to **Search**

- Search for a **Student**
- Click **Advanced Search**
- Under **Saved Filters** – Highlight the ad hoc you created

○ Click Search

This will bring up the list of students meeting the criteria of the ad hoc for you to easily move from student to student without needing to search again. (This site only has one student marked Virtual or Performance.)

## Verifying Data Entry with the SAAR Report

The SAAR report can be run in Detail to verify Virtual or performance-based students. Use the options below

**Calendars:** Select the calendars you want to verify

**Report Type:** Detail

**Report Selection:** Check only RV Virtual Performance Based Attendance

Generate the report.

The screenshot shows the SAAR Report configuration window. On the left is a navigation tree with categories like Transcripts, User Communication, Assessment, System Administration, FRAM, Messenger, Surveys, KY State Reporting, Edit Reports, KDE Reports, and Data Integrity Tools. The 'SAAR Report' is selected under KDE Reports. The main panel is titled 'Report Options' and contains the following sections:

- Report Type:** Radio buttons for 'Detail' (selected) and 'Summary'.
- Extract Format:** A dropdown menu set to 'PDF'.
- Date Range:** Radio buttons for 'Date Range' (selected) and 'School Month'. The 'Date Range' section includes two calendar icons for selecting a date range.
- School Month:** A list of checkboxes for months 1 through 10.
- Report Selection:** A checkbox for 'All Reports' and a list of checkboxes for specific report types: 'R9 Over/Under Attendance', 'R9 Non-Contract Attendance', 'RH Home\_Hospital Attendance', 'RV Virtual Performance Based Attendance' (checked), 'RS Out of School Suspension', and 'RX Expulsion'.
- Buttons:** 'Generate Report', 'Validation Report', and 'Submit to Batch' at the bottom.
- Select Calendars:** A list on the right side showing various school years and districts, with '12-13 KNOX' highlighted. A note below says 'CTRL-click & (Calendars: 1'.

If a student does not have a final grade or their grade is a failing grade, they will show on the report with zero days.

<b>301 Knox County</b> 200 Daniel Boone Dr, Barbourville, KY 40906 County: Knox Phone: (606)546-3157 Fax: (606)546-2819 Generate on 07/18/2013 11:26:55 AM Page 1 of 1	<b>Superintendent's Annual Attendance (SAAR) Report</b> <b>Record Format: V - Virtual / Performance Based Attendance</b> <b>Detail Report</b> Whole School Year Calendar: 1213 Knox Central High School Grades Count: 5
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#### #410 Knox Central High School

Grade	Student Enrollment	Uncapped Virtual Proficient Days	Uncapped Performance Proficient Days	Capped Virtual/Performance Proficient Days
09	Barnette, Jackie SID # 1949864787	.00	.00	.00
Totals		.00	.00	.00

After a passing grade is entered, the amount of attendance credit per student will show on the report.

<b>301 Knox County</b> 200 Daniel Boone Dr, Barbourville, KY 40906 County: Knox Phone: (606)546-3157 Fax: (606)546-2819 Generate on 07/18/2013 10:51:58 AM Page 1 of 1	<b>Superintendent's Annual Attendance (SAAR) Report</b> <b>Record Format: V - Virtual / Performance Based Attendance</b> <b>Detail Report</b> Whole School Year Calendar: 1213 Knox Central High School Grades Count: 5
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#### #410 Knox Central High School

Grade	Student Enrollment	Uncapped Virtual Proficient Days	Uncapped Performance Proficient Days	Capped Virtual/Performance Proficient Days
09	Barnette, Jackie SID # 1949864787	17.51	.00	17.51
Totals		17.51	.00	17.51

# Calculating and Verifying Attendance Credit for student with both seat-time and Virtual Classes

This student has withdrawn effective 4/22/10, so he will only get attendance credit for the portion of the year he was in attendance. When we look at his attendance tab, we see he was enrolled for 163 days.

The screenshot shows the SAAR system interface for student BAKER, ANDREW A. The top navigation bar includes tabs for Index, Search, and Help. Below this, there are search filters for Year (09-10), School (LYNN CAMP HIGH SCHOOL), and Schedule (L2). The main content area displays the student's profile information, including Grade (10), ID (#4542), DOB (06/01/1993), Gender (M), and Counselor (ARCHER, KIM). A series of tabs allows navigation between different student records: Assessment, Behavior, Transportation, Fees, Lockers, Graduation, Athletics, AdHoc Reports, Waiver, Records Transfer, Gifted & Talented, FRYSC, Pre-School, Title 1 Services, ESS, Attendance Group, TEDS, LEP, Records Request, District Info, Final Noticed, Summary, Enrollments, Schedule, Attendance, Programs, Grades, Transcript, and Credit Summary. The Attendance tab is currently selected, showing a summary of attendance data. A table titled 'KY Daily Attendance' provides a breakdown of Present Days (163.00), Absent Days (0.00), Tardies (0), and Unexcused (0). It also shows the Start Date (08/06/2009) and End Date (04/22/2010). A red box highlights the 'Enrolled Days: 163' and 'Scheduled Days: 141.81'. Below this, the 'EHO FTE' is listed as 0.00. A legend at the top right indicates the status of attendance: Unknown (yellow), Excused (green), Unexcused (red), and Exempt (blue).

Looking at the student's schedule, you can see that he has nothing scheduled for 7<sup>th</sup> period. He leaves school earlier than the end of the standard day and the virtual Algebra I class he is taking fills in the rest of the day (55 minutes).

The screenshot shows the student's schedule in the SAAR system. The top navigation bar includes tabs for Index, Search, and Help. Below this, there are search filters for Year (09-10), School (LYNN CAMP HIGH SCHOOL), and Schedule (L2). The main content area displays the student's profile information, including Grade (10), ID (#4542), DOB (06/01/1993), Gender (M), and Counselor (ARCHER, KIM). A series of tabs allows navigation between different student records: Assessment, Behavior, Transportation, Fees, Lockers, Graduation, Athletics, AdHoc Reports, Waiver, Records Transfer, Gifted & Talented, FRYSC, Pre-School, Title 1 Services, ESS, Attendance Group, TEDS, LEP, Records Request, District Info, Final Noticed, Summary, Enrollments, Schedule, Attendance, Programs, Grades, Transcript, and Credit Summary. The Schedule tab is currently selected, showing a table of courses. The table has four columns representing different periods. The first three columns show courses for periods 3, 4, and 5. The fourth column shows courses for periods 6 and 7. The courses are: 74051--S1-3 RETAIL MKTG MGMT (BAKER, J), 41271--S1-4 GEOMETRY (SMITH, T), 26091--S1-2 ENG II (BAKER, S), 73061--S1-6 CHILD DEV I (SMITH, C), and v41091-1 ALG I (Virtual). The table also shows the room number for each course. A red box highlights the 'Drop: 04/22/2010' for the virtual class. A legend at the top right indicates the status of attendance: Unknown (yellow), Excused (green), Unexcused (red), and Exempt (blue).

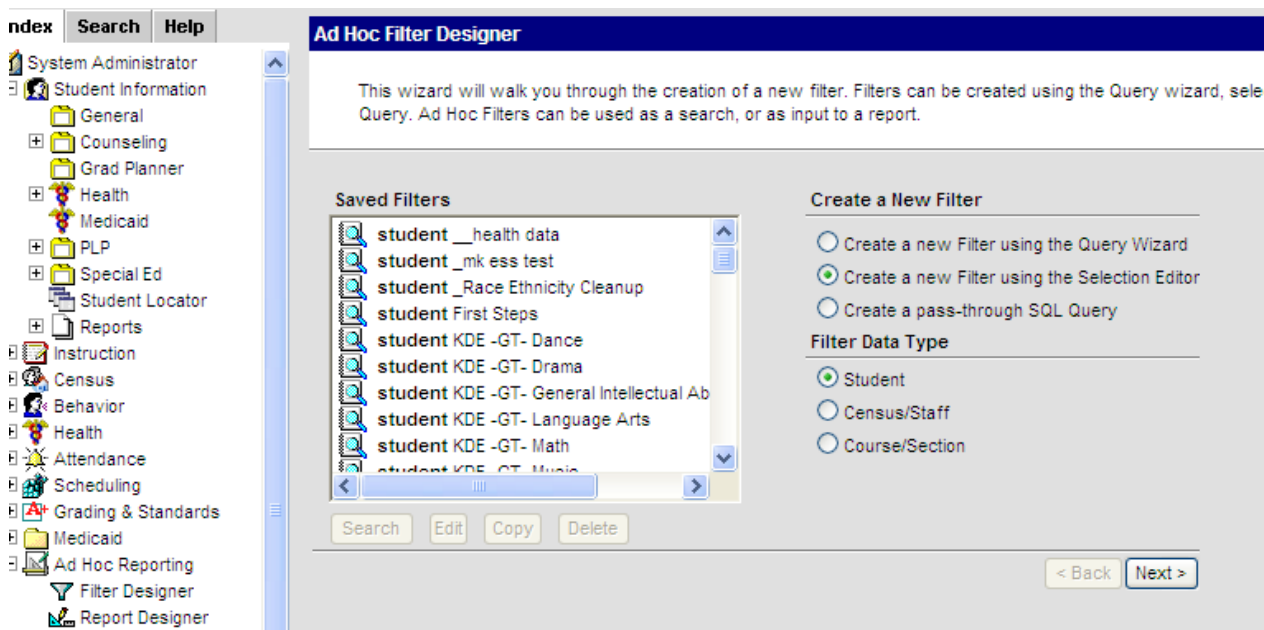
Period	Course	Teacher	Room	Status
3	74051--S1-3 RETAIL MKTG MGMT	BAKER, J	Rm: 228	
4	41271--S1-4 GEOMETRY	SMITH, T	Rm: 216	
5	26091--S1-2 ENG II	BAKER, S	Rm: 219	
6	73061--S1-6 CHILD DEV I	SMITH, C	Rm: 317	
7	EMPTY	EMPTY	EMPTY	
Virtual	v41091-1 ALG I			Drop: 04/22/2010

The possible attendance for this student for the virtual class would be calculated by taking the number of days he is enrolled (163) and multiplying it by percentage of attendance he gets for each day ( $55/420 = .13$ ). Using this calculation, the maximum amount of virtual attendance credit this student should receive is 21.19 days. To verify that the attendance is calculating correctly for this student on the SAAR, you can create a single student filter and generate the SAAR report using your ad hoc filter.

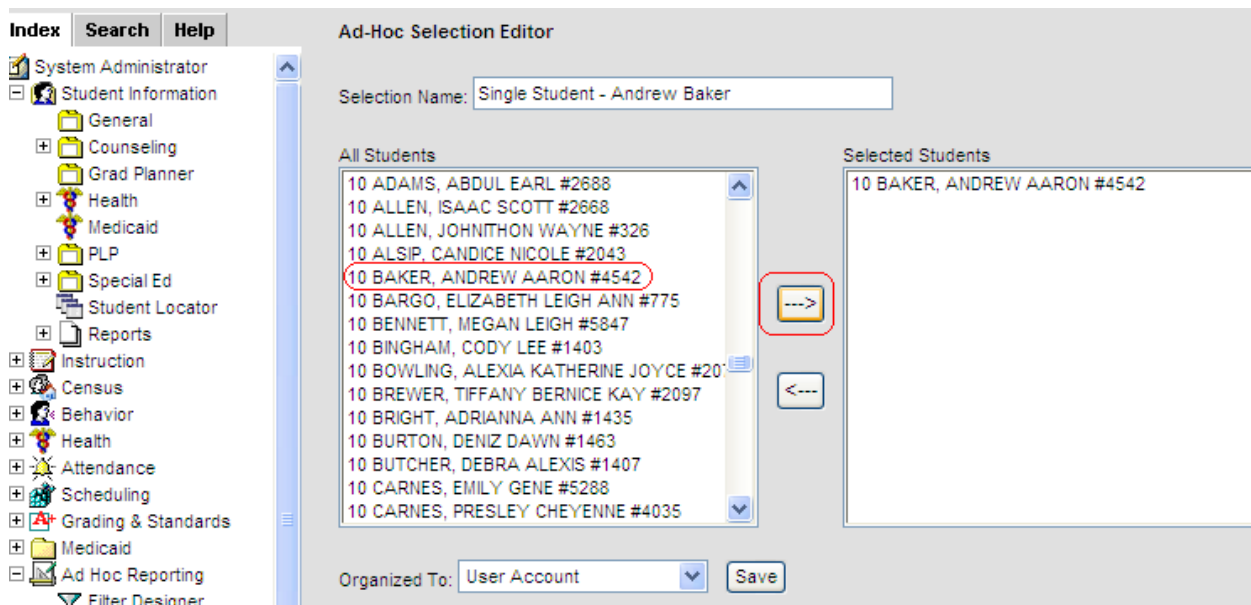
## Creating a Single Student Filter

Path: Ad Hoc Reporting>Create a new Filter using the Selection Editor>Filter Data Type-Student

Click Next



Give the selection query a name. Find the student in the list and click the arrow to move him to the Selected Students list.



Click Save. This filter can now be used to run attendance reports for this student to make sure his attendance is being calculated correctly for his seat-time attendance and his virtual course.

# Generating the SAAR

Path: **KY State Reporting>SAAR**

## Single Student for a Single Day of Attendance

The date range can be set to look at a particular day or range of days or a specific school month. In the example below, the report is being generated for one school day. The ad hoc filter is selected by holding down the CTRL key and hitting the space bar. The only records we need to look at are R7 Aggregate Attendance and RV Virtual Performance-Based Attendance.

The screenshot shows the 'Superintendent's Annual Attendance Report (SAAR)' web application. At the top, there are filters for Year (09-10), School (LYNN CAMP HIGH SCHOOL), and Schedule (L2). A left sidebar contains a tree view of navigation options, with 'SAAR Report' selected. The main content area is titled 'Superintendent's Annual Attendance Report (SAAR)' and includes a description: 'Superintendent's Annual Attendance Report (SAAR) Enrollment Report. The SAAR Summary Report provides a summary of each district's attendance data for the entire school year. Included are average daily attendance, average daily membership (ADM), enrollment and percentage of attendance.'

The interface is divided into several sections:

- Report Options:** Includes 'Extract Format' (PDF), 'Date Range' (4/21/2010 to 4/21/2010), and 'School Month' (Months 1-10).
- Select Calendars:** A list of schools for the 09-10 year, with '09-10 LYNN CAMP HIGH SCHOOL' selected. Below the list is the instruction 'CTRL-click or SHIFT-click to select multiple'.
- Report Types:** A list of report types with checkboxes. 'R7 Aggregate Attendance' and 'RV Virtual Performance Based Attendance' are checked. Other options include R1 School Calendar, R2 Enrollment, R3 Withdrawals, R5 Ethnic Count, R9 Non-Contract, RH Home/Hospital, RL Five Low Attendance Days, RW Ten Low Attendance Weather Days, RS Out of School Suspension, RX Expulsion, and District Daily Attendance.
- Select Students:** A section with a 'Click here to hide' link. It includes a 'Grade' dropdown (00-08) and an 'Ad Hoc Filter' section with the text 'Single Student - Andrew Baker'.

Now we can see that for one attendance day, this student receives .87 attendance credit for his seat time and .13 for the virtual course. The two amounts added together equal one day of attendance for this student for a single day.



<b>301 Knox County</b> 200 Daniel Boone Dr, Barbourville, KY 40906 County: Knox Phone: (606)546-3157 Fax: (606)546-2819 Generate on 04/30/2010 01:27:36 PM Page 1 of 1	<b>Superintendent's Annual Attendance (SAAR) Report</b> <b>Record Format: 7 - Aggregate Attendance</b> Date Range: 04/21/2010 - 04/21/2010 Adhoc Filter: Single Student - Andrew Baker Calendar: 0910 LYNN CAMP HIGH SCHOOL Grades Count: 1
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#450 LYNN CAMP HIGH SCHOOL

Grade	BASE Aggregate Days - PRESENT							Days	HD/FD
	T1	T2	T3	T4	T5	NT	Total		
10	.87	.00	.00	.00	.00	.00	.87	1	-
Total	.87	.00	.00	.00	.00	.00	.87		

Grade	BASE Aggregate Days - ABSENT						
	T1	T2	T3	T4	T5	NT	Total
10	.00	.00	.00	.00	.00	.00	.00
Total	.00	.00	.00	.00	.00	.00	.00

Grade	ADJUSTMENT Aggregate Days - PRESENT						
	T1	T2	T3	T4	T5	NT	Total
10	.13	.00	.00	.00	.00	.00	.13
Total	.13	.00	.00	.00	.00	.00	.13

Grade	ADJUSTMENT Aggregate Days - ABSENT						
	T1	T2	T3	T4	T5	NT	Total
10	.00	.00	.00	.00	.00	.00	.00
Total	.00	.00	.00	.00	.00	.00	.00

<b>301 Knox County</b> 200 Daniel Boone Dr, Barbourville, KY 40906 County: Knox Phone: (606)546-3157 Fax: (606)546-2819 Generate on 04/30/2010 01:27:36 PM Page 1 of 1	<b>Superintendent's Annual Attendance (SAAR) Report</b> <b>Record Format: V - Virtual / Performance Based Attendance</b> Date Range: 04/21/2010 - 04/21/2010 Adhoc Filter: Single Student - Andrew Baker Calendar: 0910 LYNN CAMP HIGH SCHOOL Grades Count: 1
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#450 LYNN CAMP HIGH SCHOOL

Grade	Virtual Proficient Aggregate Attendance Days							Student Head Count	
	T1	T2	T3	T4	T5	NT	Total	Proficient	Non-Proficient
10	.13	.00	.00	.00	.00	.00	.13	1	0
Total	.13	.00	.00	.00	.00	.00	.13	1	0

Grade	Performance Based Proficient Aggregate Attendance Days							Student Head Count	
	T1	T2	T3	T4	T5	NT	Total	Proficient	Non-Proficient
10	.00	.00	.00	.00	.00	.00	.00	0	0
Total	.00	.00	.00	.00	.00	.00	.00	0	0

#301 Knox County District

Grade	District Virtual Proficient Aggregate Attendance Days							Student Head Count	
	T1	T2	T3	T4	T5	NT	Total	Proficient	Non-Proficient
10	.13	.00	.00	.00	.00	.00	.13	1	0
Total	.13	.00	.00	.00	.00	.00	.13	1	0

Grade	District Performance Based Proficient Aggregate Attendance Days							Student Head Count	
	T1	T2	T3	T4	T5	NT	Total	Proficient	Non-Proficient
10	.00	.00	.00	.00	.00	.00	.00	0	0
Total	.00	.00	.00	.00	.00	.00	.00	0	0

## Single Student for the Whole Year

You can also run the report for this student for the whole year rather than setting the date range for one day and see the amount of attendance credit he will receive for the virtual course.

<b>301 Knox County</b> 200 Daniel Boone Dr. Barbourville, KY 40906 County: Knox Phone: (606)546-3157 Fax: (606)546-2819 Generate on 04/30/2010 05:38:54 PM Page 1 of 1	<b>Superintendent's Annual Attendance (SAAR) Report</b> <b>Record Format: 7 - Aggregate Attendance</b> Whole School Year Adhoc Filter: Single Student - Andrew Baker Calendar: 0910 LYNN CAMP HIGH SCHOOL Grades Count: 1
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### #450 LYNN CAMP HIGH SCHOOL

Grade	BASE Aggregate Days - PRESENT							Days	HD/FD
	T1	T2	T3	T4	T5	NT	Total		
10	141.81	.00	.00	.00	.00	.00	141.81	178	-
<b>Total</b>	141.81	.00	.00	.00	.00	.00	141.81		

Grade	BASE Aggregate Days - ABSENT						
	T1	T2	T3	T4	T5	NT	Total
10	.00	.00	.00	.00	.00	.00	.00
<b>Total</b>	.00	.00	.00	.00	.00	.00	.00

Grade	ADJUSTMENT Aggregate Days - PRESENT						
	T1	T2	T3	T4	T5	NT	Total
10	21.19	.00	.00	.00	.00	.00	21.19
<b>Total</b>	21.19	.00	.00	.00	.00	.00	21.19

Grade	ADJUSTMENT Aggregate Days - ABSENT						
	T1	T2	T3	T4	T5	NT	Total
10	.00	.00	.00	.00	.00	.00	.00
<b>Total</b>	.00	.00	.00	.00	.00	.00	.00

<b>301 Knox County</b> 200 Daniel Boone Dr. Barbourville, KY 40906 County: Knox Phone: (606)546-3157 Fax: (606)546-2819 Generate on 04/30/2010 05:38:54 PM Page 1 of 1	<b>Superintendent's Annual Attendance (SAAR) Report</b> <b>Record Format: V - Virtual / Performance Based Attendance</b> Whole School Year Adhoc Filter: Single Student - Andrew Baker Calendar: 0910 LYNN CAMP HIGH SCHOOL Grades Count: 1
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### #450 LYNN CAMP HIGH SCHOOL

Grade	Virtual Proficient Aggregate Attendance Days							Student Head Count	
	T1	T2	T3	T4	T5	NT	Total	Proficient	Non-Proficient
10	21.19	.00	.00	.00	.00	.00	21.19	1	0
<b>Total</b>	21.19	.00	.00	.00	.00	.00	21.19	1	0

Grade	Performance Based Proficient Aggregate Attendance Days							Student Head Count	
	T1	T2	T3	T4	T5	NT	Total	Proficient	Non-Proficient
10	.00	.00	.00	.00	.00	.00	.00	0	0
<b>Total</b>	.00	.00	.00	.00	.00	.00	.00	0	0

### #301 Knox County District

Grade	District Virtual Proficient Aggregate Attendance Days							Student Head Count	
	T1	T2	T3	T4	T5	NT	Total	Proficient	Non-Proficient
10	21.19	.00	.00	.00	.00	.00	21.19	1	0
<b>Total</b>	21.19	.00	.00	.00	.00	.00	21.19	1	0

Grade	District Performance Based Proficient Aggregate Attendance Days							Student Head Count	
	T1	T2	T3	T4	T5	NT	Total	Proficient	Non-Proficient
10	.00	.00	.00	.00	.00	.00	.00	0	0
<b>Total</b>	.00	.00	.00	.00	.00	.00	.00	0	0

July 2013

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